

**Ground Rent Registry of
Residential Properties Subject to Ground Leases
(Please Read Instructions Before Completing this Form)**

Office Use Only

**REPORTING BY THE LEASE HOLDER OF THE
REDEMPTION OF A RESIDENTIAL GROUND
LEASE**

1. SDAT Real Property Tax Identification Number of the Property Subject to the Ground Lease:

County Code
(See Instructions)

Identification Number

County Code	Ward	Section	Block	Lot
03				

For Baltimore City Only

2. Premise Address of the Property Subject to the Ground Lease:

Street Address

City

MD
State

Zip

3. Name of County or Baltimore City where the Property is Located:

County Name

4. Deed Reference Information for the New Deed Recording the Redemption of the Ground Lease:

Book

Page

Clerk's Initials

Year Recorded

5. Name and Address of Fee Simple Owner:

Name

Street Address

City

State

Zip

6. Date this Form was Prepared: ____/____/20__

7. See Instructions for the mailing address to submit this form reporting the redemption of a ground lease.

**INSTRUCTIONS FOR REPORTING BY THE LEASE HOLDER OF THE
REDEMPTION OF A GROUND LEASE FOR A PREVIOUSLY FILED
GROUND RENT REGISTRATION**

NOTE: REAL PROPERTY ARTICLE, § 8 – 706, REQUIRES THAT A GROUND LEASE HOLDER PROMPTLY NOTIFY THIS DEPARTMENT OF THE REDEMPTION OF A GROUND LEASE REPORTED IN A PREVIOUSLY FILED REGISTRATION. THIS FORM LISTS THE INFORMATION WHICH MUST BE REPORTED IN ADDITION TO SOME OTHER ITEMS OF INFORMATION, WHICH HAVE TO BE REPORTED IN ORDER TO INDEX THE REDEMPTION WITH THE EARLIER REGISTRATION.

**ITEM 1 – REAL PROPERTY TAX IDENTIFICATION NUMBER OF THE PROPERTY
SUBJECT TO THE GROUND LEASE:**

The identification number is composed of the two digit county code where the property is located followed by an account number up to 14 characters in length. Below is a listing of the county codes. The account information or ward, section, block and lot for Baltimore City, can be obtained from an assessment notice or by going to the Real Property Data Search link on the Department's website and choosing the appropriate county and entering the street address.

County Codes

Allegany - 01	Carroll - 07	Harford - 13	St. Mary's - 19
Anne Arundel - 02	Cecil - 08	Howard - 14	Somerset - 20
Baltimore City - 03	Charles - 09	Kent - 15	Talbot - 21
Baltimore Co. - 04	Dorchester - 10	Montgomery - 16	Washington - 22
Calvert - 05	Frederick - 11	Prince George's - 17	Wicomico - 23
Caroline - 06	Garrett - 12	Queen Anne's - 18	Worcester - 24

ITEM 2 – PREMISE ADDRESS: Enter the correct street number and full address of the property subject to the ground lease.

ITEM 3 – COUNTY NAME: Enter the name of the County or Baltimore City where the property is located.

ITEM 4 – NEW DEED INFORMATION: Provide the specific Book and Page references along with the clerk's initials and the year the deed was recorded for the new deed recording the redemption of the ground lease.

ITEM 5 – NAME AND ADDRESS OF FEE SIMPLE OWNER: Enter the full and complete name and address of the Grantee named in the new deed recording the redemption of the ground lease.

ITEM 6 – DATE THIS FORM WAS PREPARED: The filer should enter the date this change form was prepared for submission to the Department.

ITEM 7 – MAILING ADDRESS: The completed form(s) or CD submission should be mailed to the Department of Assessments and Taxation, 301 W Preston Street, 8th Floor, Baltimore, MD 21201. There is no fee for submitting a change to a previously filed residential ground rent registration.